



UNCLASSIFIED



# Roles and Responsibilities in the FRG and FRSA Position Overview



## Purpose of this briefing:

- Ø Discuss the central mission of the FRG
- Ø Clarify the various roles and responsibilities in the Family Readiness System
- Ø Discuss FRSA duties, responsibilities, and performance expectations



# The FRG Mission

- 1) Act as an extension of the unit in providing official, accurate command information**
- 2) Provide mutual support between the command and FRG membership**
- 3) Advocate more efficient use of available community resources**
- 4) Help families solve problems at the lowest level**



# Essential FRG Mission Activities

- Ø FRG member meetings
- Ø FRG staff and committee meetings
- Ø Publication and distribution of FRG newsletters
- Ø Maintenance of updated family rosters and family readiness information
- Ø Establishment of FRG member telephone trees and e-mail distribution lists
- Ø Scheduling educational briefings for FRG members



***FRG activity level can vary depending on unit mission and on whether the unit is in pre- or post-deployment, deployed, or in a training / sustainment period at the home station.***



# Factors in FRG Activities

**The type and scope of FRG mission activities will depend on a number of factors such as:**

- Ø The Commander's budget for FRG mission activities**
- Ø The identified needs of unit Soldiers, Civilian employees, and their families**
- Ø Command interest and emphasis**
- Ø The number of FRG members**
- Ø The time, energy and creativity of FRG membership**
- Ø The makeup of the FRG, including the percentage of single Soldiers, number of years Soldiers and their families have served with the military, number of families with young children, and other family composition factors**
- Ø The unit's training and deployment schedule**

# Social Activities

Ø **FRG Social activities can enhance Family and Soldier camaraderie, provide stress relief, and reduce family loneliness during deployments**







# How does your FRG score?

Ø **FRG Member Meetings**

*Held monthly, well-advertised, well-attended, informative, productive.....A+*

Ø **FRG staff and committee meetings**

*Informative and productive, motivating for FRG leaders, supports company FRGs.....A+*

Ø **Publication and distribution of FRG newsletters**

*Regularly distributive, informative.....A+*

Ø **Maintenance of updated family rosters and family readiness information; Establishment of FRG member telephone trees and e-mail distribution lists**

*Pass/ Fail: If info is out of date or not complete or not routinely "testing" then no passing!*

Ø **Scheduling educational briefings for FRG members**

*FRG members should be given opportunities to learn about the Army, be prepared for deployment, etc.*



# “Back to Business” Approach

- Ø Following this conference, please assess if and how the FRGs are meeting their purpose and functioning
- Ø If there is too much focus on “non essential” activities getting in the way of optional ones?
- Ø A “Back to Business” approach can be helpful in re-focusing the FRGs.....this should be done on a regular basis (such as twice a year)
- Ø Every body needs a balanced meal, and FRGs need a balanced approach
  - ✓ *You need to eat regularly*
  - ✓ *You need to eat a balanced diet*
  - ✓ *Everyone likes variety in their meals*





UNCLASSIFIED

# Recommended FRG Team Plan

	CDR / RDC*	FRG Leader	FRL	FRSA	FRG Volunteers
Establish Family readiness policies, procedures	●			○	
Provide primary leadership		●			
Event planning (meetings, social events)	*	●		○	●
Provide information, updates to Family members	*	●		○	●
Assist FRG in obtaining supplies, logistical support	●		○	●	
Work with Soldiers in unit to provide Family info to Company-level FRG	*			○	
Volunteer coordination, records, recognition	●	●		○	●
Respond to crisis situations ICW CDR	●	●		○	● [2]
Fundraising, informal funds management	*	●		○	○ [3]
Refer Family members with military related concerns, i.e., Tricare, pay, passports, etc.	*	● [1]		●	
Coordinate for FRG Appropriated Funds support	●		●	○	

## KEY

- Has Primary Responsibility / Lead
- Has Secondary Responsibility / Alternate
- Responsible for Providing Support

- [1] Take Q's; Provide Referrals
- [2] Appointed POCs
- [3] Appointed Treasurer

The CDR/RDC maintains oversight, awareness of all FRG activities; outlines delegated responsibilities in unit's FRG SOP and volunteer appointment orders. The FRL works for the CDR and receives all tasking from the CDR.



# FRSA Administrative Duties

***The FRSA is to assist the RDC, FRL and FRG Leader with FRG administrative duties to include:***

- **Calendar of FRG events, monthly meetings**
- **Coordination of guest speakers/ briefings to family members**
- **Newsletters – assist/ create, mail / email**
- **Web-site updates / management**
- **Create/ update FRG call roster**
- **Serve as a resource when making referrals to local assisting agencies: ACS, Tri-Care, Family Advocacy**
- **Other duties as outlined by CDR (RDC) so long as they directly pertain to Family Readiness**



# Deployment Cycle & FRSA Duties

## PRE-DEPLOYMENT

- Create a Soldier and Family database with information including multiple contact numbers/ methods, locations of family members (CONUS and OCONUS)
- Coordinate pre-deployment training on family readiness issues
- Encourage Families to establish a family care plan and provide information on the process
- Develop and implement an SOP for the FRG regarding deployment

## DEPLOYMENT

- Assist with departure ceremonies
- Arrange for and coordinate VTC sessions between deployed Soldiers and family members
- Work closely with the RDC
- Ensure timely, correct information is disseminated to Family members
- Assist the FRG leader to ensure unit POCs are properly trained and conducting periodic calls to ensure safety and well-being
- Inform the RDC of issues or problems reported by family members that he/ she needs to be informed of

## RE-DEPLOYMENT AND REINTEGRATION

- Update, maintain Soldier and Family database
- Assist with welcome home ceremonies
- Coordinate reintegration classes for Families, arrange for guest speakers as needed
- Make referrals as needed to the unit Chaplain, ACS, Family Life Counselors, etc.
- Identify high-risk Families and work with the Commander to ensure those Families are assisted by the proper community agency



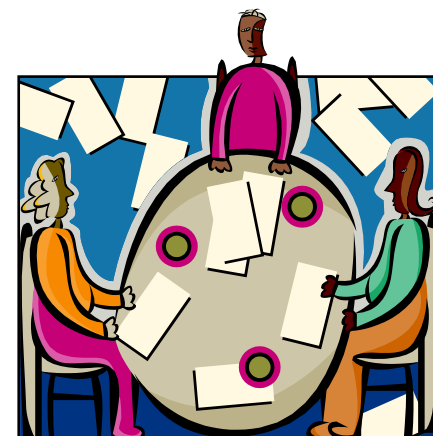
# The FRSA is part of the FRG Team

## ***Factors influencing the daily activities of the FRSA:***

- **Abilities, talent and experience (on the part of the FRSA and FRG leaders)**
- **Interest level of the FRG leaders and involvement**
- **Size and makeup of the unit which they support**
- **Command guidance and emphasis**
- **Unit's deployment status**
- **Creativity**
- **Teamwork**

# Brigade vs. Battalion FRSAs

- **Brigade and Division level FRSAs typically support the FRG of the HHC and under guidance of the Commander coordinate with FRSAs from subordinate units to enact initiatives, ensure information flow (up and down) and so forth**
- **FRSAs at the Battalion levels are not subordinate to Brigade and Division level FRSAs**
- **The Brigade and Division level FRSAs could be thought of as “team leaders”**





# Requirements for Successful Performance

- Take full advantage of training opportunities and resources – stay current and informed
- Maintain close contact with ACS professionals
- Share your experiences, best practices and challenges
- Respond to requests from USAREUR G1
- Maintain a continuity book, AARs and a good record keeping system
- Inform Program Manager of changes in employment status, specialized training, extended leave, if you are a guest speaker, etc.







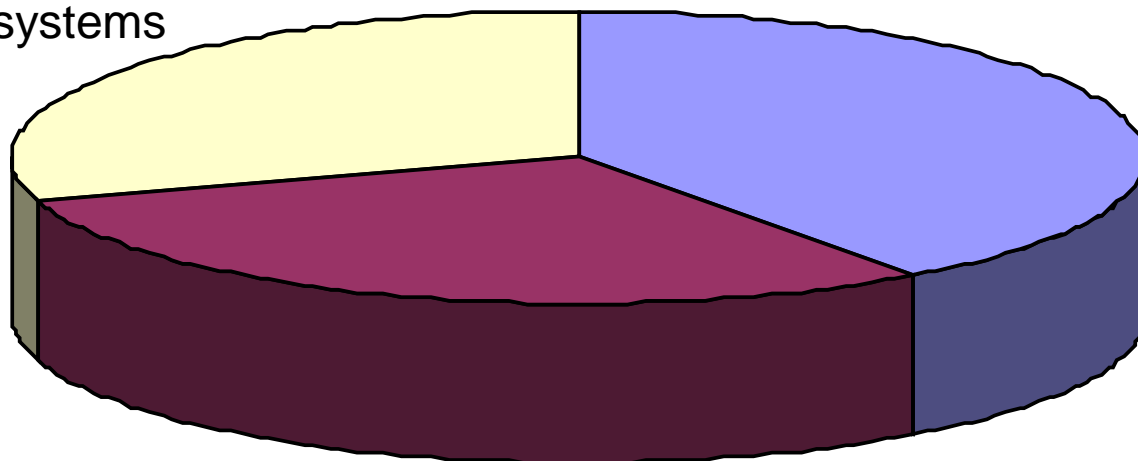
# Sample NSPS Performance Objectives

## 30% Clerical Duties

- Correspondence
- Phone tree & newsletters
- Maintain file systems

## 40% Reception

- Referrals, take telephone calls
- Follow procedures



## 40% Family Readiness Support

- Assist FRG leader, RDC
- Organize training
- Communications
- Volunteer recruitment and recognition



## Purpose of this briefing:

- Ø Discuss the central mission of the FRG
- Ø Clarify the various roles and responsibilities in the Family Readiness System
- Ø Discuss FRSA duties, responsibilities, and performance expectations